

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2617

8 SEPTEMBER 2011



Personnel

**AIR RESERVE FORCES POLICY
COMMITTEE AND MAJOR COMMAND
AIR RESERVE COMPONENTS POLICY
AND ADVISORY COUNCILS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction explains the operating procedures of the Air Reserve Forces Policy Committee (ARFPC), its policy subcommittees for the Air National Guard (ANG) and the Air Force Reserve (AFR), and the major command (MAJCOM) Air Reserve Components (ARC) Policy and Advisory Councils (ARCPAC). It implements AFD 36-26, *Total Force Development* in accordance with Title 10 U.S.C. § 10305, *Air Force Reserve Forces Policy Committee*. This publication applies to the AFR and the ANG. MAJCOMs will issue supplements to this Instruction pertaining to Section C, Chapter 8: *MAJCOM ARC Policy and Advisory Councils*.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through channels to SAF/MRRP Workflow email address: saf.mrrp@pentagon.af.mil.

SUMMARY OF CHANGES

This publication has been substantially revised and must be reviewed in its entirety. Major changes include the naming of the Headquarters Air Force (HAF) directors that make up the ARFPC regular component members, and the addition of three HAF alternate members. There is a detailed description of the ARFPC Support Staff. This staff is composed of Full-Time Support

Active Guard Reserve (AGR) officers and NCOs assigned to SAF/MRR and augmented by officer and enlisted Delegates designated from existing ARC HAF staff elements. The relationship of MAJCOM ARC Policy and Advisory Councils to ARFPC has been clarified and the liaison role of MAJCOM ARC Advisors, HAF ARC Advisors, and NGB and AF/RE Functional Directors is explained. Mandated report formats have been deleted.

Section A—Air Reserve Forces Policy Committee (ARFPC)

1. Purview:

1.1. Title 10 U.S.C. § 8014, § 8021, and § 10305 establish the Air Reserve Forces Policy Committee (ARFPC), the Subcommittee on Air National Guard (ANG) Policy, and the Subcommittee on Air Force Reserve (AFR) Policy. ARFPC is one of six named components of the Office of the Secretary of the Air Force and serves as a mechanism by which the Secretary of the Air Force and the Chief of Staff of the Air Force have unencumbered access to ARC senior leaders' perspectives and the pulse of Reserve Component (RC) airmen. ARFPC provides the Secretary of the Air Force and the Chief of Staff of the Air Force unfiltered, objective, and independent advice regarding any major policy matter directly affecting the ARC and the mobilization preparedness of the Air Force.

1.2. To ensure equitable component representation, a majority of the members of the entire ARFPC shall act whenever addressing policy matters affecting both the ANG and the AFR. However, when any policy matter solely affecting one RC is being considered, it shall be acted upon by only that component's policy subcommittee, the Subcommittee on ANG Policy or the Subcommittee on AFR Policy, as appropriate. Appointed Regular Air Force (RegAF) members of the ARFPC will serve on both of these Subcommittees.

1.2.1. The Subcommittee on ANG Policy consists of the ARFPC ANG and RegAF members. The Chairman of the Subcommittee on ANG Policy will be the corresponding component member who is serving as either the Chairman or Vice Chairman of the entire ARFPC. The Vice Chairman of the Subcommittee on ANG Policy will be an elected Regular Air Force ARFPC primary member and will also serve in the same role for the AFR Policy Subcommittee.

1.2.2. The Subcommittee on AFR Policy consists of the ARFPC AFR and RegAF members. The Chairman of the Subcommittee on AFR Policy will be the corresponding component member who is serving as either the Chairman or Vice Chairman of the entire ARFPC. The Vice Chairman of the Subcommittee on AFR Policy will be an elected RegAF ARFPC primary member and will also serve in the same role for the ANG Policy Subcommittee.

1.3. The ARFPC Chairman and Vice Chairman will jointly submit Committee and Subcommittee recommendations to the Secretary of the Air Force and the Chief of Staff. When deemed appropriate by the Secretary of the Air Force, any policy item impacting other military service reserve components will be forwarded by the ARFPC Chairman to the Military Executive of the Reserve Forces Policy Board (RFPB) for review, consideration, and possible action at the OSD level.

1.4. ARFPC functions under the administrative support of the Deputy Assistant Secretary of the Air Force for Reserve Affairs (SAF/MRR) who serves as the Secretary of the Air Force's direct representative to the Committee. SAF/MRR serves as a nonvoting member of the Committee and will offer advice to ARFPC regarding current Air Force senior leader topics of concern. Each RC will assign two AGR members consisting of one senior officer and one senior enlisted NCO to SAF/MRR to provide Full-Time Support to ARFPC under SAF/MRR's supervision. The officers will serve as the Military Executives, ANG or AFR Policy as applicable, and the NCOs will serve as the ARFPC Senior Enlisted Advisor and the ARFPC Programs Manager. If both RC Military Executives hold equal rank, then the component Military Executive from the same component as the current ARFPC Chairman serves as the Executive Director, ARFPC (SAF/MRRP). The component Military Executive from the same component as the current Vice Chairman of the ARFPC serves as the Deputy Executive Director, ARFPC. The administrative support of SAF/MRR for ARFPC will also include daily supervision and oversight of the ARFPC Support Staff. SAF/MRR may delegate direct supervision and rater responsibilities for the ARFPC Programs Manager to the Executive Director, ARFPC. (ref Section B).

1.5. At the request of the Chairman or either Executive Director, the ARFPC convenes the Executive Board to set agendas or to review and comment on matters that do not require a full committee meeting, or a component policy subcommittee meeting.

1.5.1. The Executive Board consists of the Chairman, Vice Chairman, the elected regular component Air Force member as the Subcommittee Vice Chairman, SAF/MRR, Executive Director, Deputy Executive Director, Senior Enlisted Advisor and any additional members the Chairman chooses to appoint.

1.5.2. At each Full Conference Forum of the ARFPC, the Committee will elect one of the RegAF primary members of the Committee to serve as a member of the Executive Board as well as the Vice Chairman of both policy subcommittees until the next full ARFPC Full Conference Forum.

2. Secretary of the Air Force Appointments and Committee Membership:

2.1. Officers in the grade of brigadier general and above from the Regular Air Force, ANG, and AFR are appointed to serve on the ARFPC as voting members. There are 15 voting members, five from each component. There are also a total of seven appointed alternates, two from each RC, and three from the regular component, bringing the total of Secretary appointed members to 22. There are also six permanent non-voting members, namely: the Deputy Assistant Secretary for Reserve Affairs (SAF/MRR), the Commander of CAP-USAF (CAP-USAF/CC), the CAP Corporate (CAP-CORP) National Commander, the Chief Master Sergeant of the AF (CMSAF), and the Command Chiefs of each RC. An Open Executive Session shall include the 22 appointed members, the named non-voting members, and any designated guests of the Chairman, the Executive Director, the Deputy Executive Director, the Senior Enlisted Advisor and the Programs Manager. When the committee meets in Closed Executive Session, only the 22 named members whom the Secretary of the Air Force has designated as primary voting members and alternates shall be included. Non-voting members and invited guests will be excluded from ARFPC Closed Executive Sessions. The Executive Director, Deputy Executive Director, Senior Enlisted Advisor and the Programs

Manager may provide administrative support for a Closed Executive Session at the Chairman's request.

2.2. Eight RegAF members on duty within the Headquarters Air Force (HAF) are appointed by the Secretary of the Air Force as permanent members of the ARFPC.

2.2.1. The Secretary of the Air Force has appointed five HAF directors as RegAF primary members of the ARFPC. These directors are: Director of Force Management Policy (AF/A1P), Assistant Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance (AF/A2 Deputy), Director of Logistics (AF/A4L), Director of Operational Planning, Policy and Strategy (AF/A5X), and Director of Strategic Planning (AF/A8X). Additionally, the following HAF directors are appointed as RegAF alternate members of the ARFPC: Director of Operations (AF/A3O), Director of Cyberspace Operations (SAF-CIO/A6O), and Director of Security Forces (AF/A7S). Alternates are named to allow flexibility in scheduling while aiding the intent to have five appointed members of each component available to vote at each meeting of the Committee. Additionally, by having primary members and alternates attend ARFPC deliberations, a more comprehensive breadth of HAF senior leader viewpoints and expertise will be available to address RC policy concerns strategically framed from multiple HAF directors' perspectives.

2.2.2. The designated RegAF HAF directors automatically become members of the ARFPC once they assume their position. These individuals serve on the committee for the duration of their tenures in that HAF director position. HAF RegAF ARFPC members may designate a representative to attend an ARFPC meeting on their behalf. Designated representatives will be the next highest ranking regular component member available within their directorate. A HAF designated representative, as a guest of the Chairman, will be welcomed during any Open Executive Session, but will be excluded from all Closed Executive Sessions, which are intended for Secretary of the Air Force appointees only, those appointees being the primary and alternate members from each of the three components.

2.3. The Secretary of the Air Force will appoint five general officers from the ANG and five general officers from the AFR to serve on the Committee as primary voting members. Appointed RC general officers must not be serving in an active duty status in fulfillment of an active duty requirement while serving on the ARFPC. Primary members will be appointed for three year terms.

2.3.1. The Director, ANG (NGB/CF) and Chief of Air Force Reserve (AF/RE) recommend nominations for RC appointments to ARFPC to the Secretary of the Air Force through SAF/MR.

2.3.2. When vacancies occur, the affected RC chief submits at least three nominations to SAF/MR.

2.3.3. New appointments to fill scheduled vacancies, after approval by the Secretary of the Air Force, are effective 1 July each year and are staggered by year to ensure continuity. Appointments to fill unscheduled vacancies are effective upon approval by the Secretary of the Air Force. All appointments for primary members will be for three year terms and all appointments for alternate members will be for two year terms.

2.3.4. The Secretary of the Air Force, when appointing new RC members, shall insure that among the officers of each RC on the Committee there will at all times be two or more members with more than one year of continuous service on the Committee.

2.3.5. RC alternate committee members are nominated and appointed in the same manner as RC primary members with the exception of tour length. RC alternate members are appointed for two year terms. RC alternate members may be extended beyond two years of service by being elected to the role of Chairman or Vice Chairman or by being nominated and re-appointed to fill a vacant RC primary member position.

2.3.6. The Committee selects a Chairman and Vice Chairman from among the non-RegAF primary and alternate members. The position of Chairman will alternate between the ANG and the AFR. The Chairman serves for a maximum of two years and is normally succeeded by the Vice Chairman at which time the committee will select another Vice Chairman from the ANG or the AFR members as appropriate to continue the process of alternating between each RC. Election to Chairman or Vice Chairman will extend an ARFPC member for up to another two years of appointed membership to ARFPC. Succession from Vice Chairman to Chairman may generate another two years of appointed membership. The Chairman and Vice Chairman are primary voting members.

2.4. In addition to the Deputy Assistant Secretary of the Air Force for Reserve Affairs (SAF/MRR), other senior officers may be appointed by the Secretary of the Air Force or requested by the Chairman of ARFPC to attend and support ARFPC meetings as non-voting members.

2.4.1. The Secretary of the Air Force has appointed two members of Civil Air Patrol (CAP) as non-voting members of the ARFPC: the CAP-CORP National Commander and the Commander of CAP-USAF. The ARFPC CAP members may delegate to their respective Vice Commanders to attend an ARFPC meeting in their absence.

2.4.2. To promote awareness of enlisted issues affecting RC policy and to mirror the three component balance of the ARFPC, the CMSAF, the ANG Command Chief, and the AFRC Command Chief are invited to participate as non-voting members of the ARFPC. The CMSAF and the RC Command Chiefs may each designate another CMSgt (E-9) from their respective components to serve as their representatives for attending an ARFPC meeting in their absence. As ARFPC non-voting members these senior enlisted leaders, or their designated representatives, will be invited to participate in any Open Executive Sessions of the Committee.

2.4.3. In order to provide legal insight into deliberations of ARC policy, senior legal officers from the ANG, the AFR, and the Regular Air Force may be invited by the ARFPC Chairman to participate in ARFPC meetings as non-voting members.

2.4.4. Voting members, with the concurrence of the ARFPC Chairman, may invite MAJCOM, NAF and HAF ARC advisors as well as key AF/RE and NGB functional directors to support ARFPC deliberations as subject matter experts from their respective commands or directorates as needed.

2.4.5. The ARFPC Chairman and Vice Chairman may invite other senior Air Force leaders to participate in ARFPC deliberations as non-voting members as they deem appropriate. Invitations from the Vice Chairman will be at the concurrence of the Chairman.

3. Committee Schedule and Agenda:

3.1. Normally, the ARFPC should meet in person at least semiannually in a Full Conference Forum and in person at least semiannually in a Closed Executive Session. Between ARFPC Full Conference Forums, the Committee should meet and correspond using other efficient means such as telephone/video conferencing, email communications or other electronic means via the internet/computer technologies.

3.2. The Chairman should coordinate with the Executive Board 60-90 days prior to each Full Conference Forum to review and determine the agenda. The Chairman should coordinate with the Executive Board 20-30 days prior to a scheduled Open or Closed Executive Session to review and determine the agenda.

3.3. The Executive Director should obtain a HAF position on each agenda item 30-45 days before a Full Conference Forum, or as requested by the ARFPC Chairman.

3.4. The Executive Director, on behalf of the Chairman, should task the appropriate office for a position on previous agenda items requiring a status update. These positions should be obtained no later than 30 days before an ARFPC meeting.

3.5. ARC Wing Commanders may submit agenda item requests directly to the Executive Director or through the HAF ARC Advisors or MAJCOM ARC Policy and Advisory councils.

3.6. The National Guard Bureau, the Air Force Reserve, any HAF or SAF office, and any military associations; such as the National Guard Association of the United States, the Reserve Officer Association, the Air Force Association, or any other interested entity or individual may submit suggested agenda topics directly to the Executive Director.

4. Committee Procedures:

4.1. The ARFPC Chairman or ARFPC Vice Chairman and at least seven other voting members will constitute a quorum for policy matters affecting both Reserve Components. The Subcommittee Chairman or Vice Chairman and at least five other voting members will constitute a quorum for policy matters affecting only one RC.

4.2. Each primary member has one vote. Alternate members may vote in the absence of the primary member from the same component.

4.3. A majority vote of the members present at a meeting or voting by other means determines the committee's decisions and recommendations. Opposing members may submit a minority opinion and dissenting views will be included and acknowledged in the ARFPC Chairman's briefing to the Secretary of the Air Force and the Chief of Staff.

5. Committee Reports:

5.1. After each meeting, the ARFPC Chairman, the ARFPC Vice Chairman, and the Subcommittee Vice Chairman will normally brief the Secretary of the Air Force on any ARFPC findings or recommendations regarding any ARC matter or mobilization policy. The ARFPC Chairman will also provide a copy of this briefing to the Chief of Staff of the Air Force.

5.2. The Executive Director provides a copy of this briefing to Committee members and the HAF and MAJCOM ARC Advisors. NGB and AF/RE Functional Directors may also be provided of copy of this briefing.

Section B—ARFPC Support Staff

6. SAF/MRR Full-Time Support to ARFPC:

6.1. ARFPC Full-Time Support will consist of four Full-Time Support AGR members, one officer and one NCO from each RC. These members will fill the positions of the AFR Policy Military Executive, the ANG Policy Military Executive; the ARFPC Senior Enlisted Advisor; and the ARFPC Programs Manager.

6.1.1. Each RC Military Executive position should be filled by an officer holding the rank of colonel who possesses experience in or other specialized knowledge of his or her RC's policy matters. Each RC Military Executive also should be capable of drafting ARC policy recommendations on behalf of the entire committee and in collaboration with all affected HAF and MAJCOM ARC Advisors, Air Force Reserve Command (AFRC), the Air Force Reserve (AF/RE), the Air National Guard (NGB/CF), and the National Guard Bureau (NGB/ZA). The Deputy Assistant Secretary of the Air Force for Reserve Affairs (SAF/MRR) is the hiring authority for the Military Executive, ANG Policy and the Military Executive, AFR Policy positions.

6.1.2. The selection of which RC Military Executive will serve as the Executive Director, ARFPC (SAF/MRRP) is outlined in paragraph 1.4 of this Instruction. SAF/MRR rates and supervises both officers. The Executive Director and the Deputy Executive Director will have authority to act on behalf of ARFPC in implementing ARFPC approved plans, programs, and policies and act on those matters that do not require formal Committee action. Duties will include: preparing the ARFPC agenda for conferences, telephone-conferences, SecAF/CSAF briefings, Executive Board meetings, subcommittee meetings, organizing information for committee members, taking necessary steps to assemble a meeting of the ARFPC, referring matters for committee consideration, process committee recommendations, supervise all administrative matters of ARFPC to include leadership of the ARFPC Support Staff, and representing the committee when ARC policy matters are being discussed within the HAF. The Executive Director and Deputy Executive Director may act independently and directly engage all three components. The Executive Director and Deputy Executive Director will coordinate their actions with each other to maintain consistency in cross-component coordination efforts, while avoiding duplication of efforts. These coordination efforts will conform to guidance received from the ARFPC Chairman and the Executive Board.

6.2. The Senior Enlisted Advisor to SAF/MRR will also serve as the Senior Enlisted Advisor to ARFPC and contribute to the administrative support for the functioning of the committee. This position is filled by an E-9 member of the Full-Time Support AGR program from either RC.

6.3. The ARFPC Programs Manager is an NCO or SNCO (E5-E8) who is assigned program elements to manage and ensures execution of ARFPC operations as directed by the Executive Directors. This position is filled by a member of the Full-Time Support AGR program from the component different from the one providing the ARFPC Senior Enlisted Advisor. The ARFPC Programs Manager will also serve as an administrative and executive services NCO to SAF/MRR.

6.4. Manpower sourcing for the ARFPC Programs Manager and the ARFPC Senior Enlisted Advisor should be rotated between the Guard and the Reserve based on normal cycles of duty changes for personnel. Whichever component provides the ARFPC Senior Enlisted Advisor, the other component is expected to provide the ARFPC Programs Manager.

7. AF/RE and NGB/CF Delegates to SecAF for ARFPC:

7.1. In addition to the Executive Director, the Deputy Executive Director, the Senior Enlisted Advisor, and the Programs Manager, the ARFPC Support Staff will also include no less than one officer and one NCO from each RC selected from those serving in full time support positions within the National Capital Region (NCR) and detailed by appointment to the ARFPC Support Staff as an additional duty for the purpose of providing the ARFPC with ongoing administrative support. The officer position (O-3 to O-5) from each RC will be appointed as the Director ANG's and the Chief of AFR's officer delegate to the Secretary of the Air Force for ARFPC. The NCO position (E-5 to E-8) from each RC will be appointed as the Director ANG's and the Chief of AFR's enlisted delegate to the Secretary of the Air Force for ARFPC. The Director ANG (NGB/CF) and the Chief of AFR (AF/RE), or their delegated offices, will select and appoint the members from their components to fill these positions on the ARFPC Support Staff. The names of the members appointed for these positions will be kept updated with the respective component (ANG/AFR) Military Executive to ensure SAF/MRR and ARFPC stay abreast of duty status changes that would make an ARFPC delegate no longer capable of supporting this additional duty. The ANG and the AFR should expect that the officer and enlisted delegates to the Secretary of the Air Force for ARFPC will be tasked to provide a maximum of 45 nonconsecutive days of support to ARFPC annually. NGB/CF and the AF/RE, or their delegated office, will determine how long an officer or an NCO will serve as ARFPC delegates and may replace their respective appointees as required.

7.2. The Executive Director and the Deputy Executive Director will coordinate support from the RC officers and enlisted delegates. This support should be considered a significant additional duty to their primary full time position within the NCR. Each RC officer delegate serves as the focal point for ARFPC requests for information directed to any organization within their respective RC. The Executive Director may request additional support if required from the AFR and the ANG, not to exceed five officers from each RC, as authorized under Title 10 U.S.C. § 10305 (h).

7.3. Support expectations will include, but are not limited to: pre-conference administrative efforts, email coordination, conference package development, attendance confirmations, conference administrative and technical support, and post-conference administration, creation of meeting minutes, consolidate action items, posting updates to the ARFPC electronic storage, and routing requests for information to each respective component.

Section C—MAJCOM ARC Policy and Advisory Councils, HAF ARC Advisors, NGB and AF/RE Functional Directors

8. Responsibilities of MAJCOM ARC Policy and Advisory Councils (ARCPAC):

8.1. MAJCOM commanders should establish ARC Policy and Advisory Councils to consider policy matters referred to them, which directly affect either one or both of the Air Reserve Components. ARC MAJCOM Advisors will serve as the liaison between their respective MAJCOM ARC Policy and Advisory Councils and the ARFPC.

8.2. MAJCOMs which have had ARFPC matters referred to them will be asked by the Committee to provide feedback on their proceedings in general and specifically on those ARC policy issues that may affect more than one MAJCOM. Inputs from MAJCOMs should be routed from MAJCOM ARC Advisors to the Executive Director or the Deputy Executive Director, ARFPC.

8.3. Specific format and functioning of MAJCOM ARC Policy and Advisory Councils will be at the MAJCOM commander's discretion and operating guidance will be published as a MAJCOM supplement to this Instruction.

8.4. The ARFPC Executive Director, or Deputy Executive Director, will serve as the focal point for communication and coordination with MAJCOM ARC Policy and Advisory Councils through each corresponding MAJCOM's ARC Advisors. Any MAJCOM that elects not to formally establish a MAJCOM ARCPAC will still have interface with the ARFPC via their assigned MAJCOM ARC Advisors. The Executive Director or Deputy Executive Director may task MAJCOM ARC Advisors to provide background information or coordinate input from the Advisor's MAJCOM. In addition, ARC MAJCOM Advisors may be asked to update the Committee on MAJCOM policies with Guard and Reserve interest.

8.5. MAJCOM ARC Advisors, to include NAF ARC Advisors within a given MAJCOM, may be invited to participate in an ARFPC Full Conference Forum. However, they will normally be excluded from Executive Session deliberations, which are reserved for appointed Committee members, unless individually invited by the ARFPC Chairman.

9. HAF ARC Advisors and NGB and AF/RE Functional Directors:

9.1. HAF ARC Advisors and NGB and AF/RE Functional Directors are a critical link between the Committee and ongoing Air Force policy development. As matters arise that require background information or follow-up discussion with Air Force policy implications, these officers can interpret and provide guidance on those policies impacting the ARC from a functional and reserve affairs perspective and suggest recommendations on how best to facilitate the integration of those proposed policies across the Total Force.

9.2. When acting on behalf of the ARFPC Chairman or Vice Chairman, the ARFPC Executive Director or Deputy Executive Director may task HAF ARC Advisors and NGB and AF/RE Functional Directors to provide background information or coordinate input from the Advisor's HAF functional community. In addition, ARC Advisors may be asked to update the Committee on HAF policies with Guard and Reserve interest.

9.3. HAF ARC Advisors and NGB and AF/RE Functional Directors may be invited to participate in an ARFPC Full Conference Forum. However, they will normally be excluded from Executive Session deliberations, which are reserved for appointed Committee members, unless individually invited by the ARFPC Chairman.

DANIEL B. GINSBERG
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Armed Forces, Section 8014, *Office of the Secretary of the Air Force*, February 1, 2010

Title 10, United States Code, Armed Forces, Section 8021, *Air Reserve Forces Policy Committee*, February 1, 2010

Title 10, United States Code, Armed Forces, Section 10305, *Air Reserve Forces Policy Committee*, February 1, 2010

Title 10, United States Code, Armed Forces, Section 10301, *Reserve Forces Policy Board*, February 1, 2010

Department of Defense Directive 5120.2, *Reserve Forces Policy Board*, May 13, 1996

Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, August 27, 2008

Air Force Manual (AFMAN) 33-363, *Management of Records*, March 1, 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AF/RE—Chief of the Air Force Reserve

AGR—Active Guard Reserve

ANG—Air National Guard

ANGUS—Air National Guard of the United States

ARCPAC—Air Reserve Components Policy and Advisory Councils (MAJCOM)

ARC—Air Reserve Components

ARFPC—Air Reserve Forces Policy Committee

CAP—Civil Air Patrol

CAP—CORP—Civil Air Patrol Corporate

CAP—USAF—Civil Air Patrol United States Air Force

CMSAF—Chief Master Sergeant of the Air Force

HAF—Headquarters Air Force

MAJCOM—Major Command

NCR—National Capitol Region

NGB—National Guard Bureau

NGB/CF—Director of the Air National Guard

RC—Reserve Component

RegAF—Regular Air Force

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRR—Deputy Assistant Secretary of the Air Force for Reserve Affairs

SAF/MRRP—Executive Director, Air Reserve Forces Policy Committee

Terms

ARFPC Full—Time Support – ARFPC Full-Time Support is composed of four AGRs assigned to SAF/MRR with designated duties to support the functioning of ARFPC. Two of these positions are officers and two are enlisted (one a SNCO and the other a NCO or a SNCO). The officers should both be O-6 positions but of the two, one may be an O-5. The enlisted positions are an E-9 and an E-6, E-7, or E-8. One officer and one NCO position will be filled by the AFR and the remaining two are filled by the ANG.

ARFPC Support Staff— ARFPC Support Staff refers to the combined staff support of the ARFPC Full-Time Support personnel and the Delegates to ARFPC.

Closed Executive Session— A Closed Executive Session is when the Committee meets to refine deliberations from a Full Conference Session or an Open Executive Session by excluding all but appointed primary members and appointed alternates. A Closed Executive Session is the normal forum for voting on ARFPC recommendations to the SecAF as well as the election of new Chair positions. The Chairman may request the presence of ARFPC Support Staff members to provide administrative assistance to any executive session.

Delegates to ARFPC (NGB or AF/RE)— Delegates to ARFPC are the four full time (AGR, EAD, Long term MPA tour – Active Duty Operational Support, or any category of full time duty for Guard and Reserve) personnel assigned to the either the NGB staff or the AF/RE staff and designated to be Delegates to the Secretary of the Air Force for ARFPC by the Director, ANG or the Chief of AFR as a significant additional duty. These Delegates serve as liaisons from each RC to the ARFPC and provide support to the Committee on a part-time but ongoing basis according to the cycle of Committee meetings and conferences. The ARFPC Support Staff is composed of one officer (O-3, O-4, or O-5) and one NCO (E-5, E-6, or E-7) from each RC.

Deputy Executive Director, ARFPC— The Deputy Executive Director, ARFPC is the junior Military Executive or from the RC corresponding to the current Vice Chairman of ARFPC.

Executive Board, ARFPC— The Executive Board consists of the Chairman, Vice Chairman, the elected regular component Air Force member, SAF/MRR, Executive Director, Deputy Executive Director and any additional members the Chairman chooses to appoint.

Executive Director, ARFPC— The Executive Director, ARFPC is the senior Military Executive or from the RC corresponding to the current Chairman of ARFPC. Office symbol for the Executive Director, ARFPC is SAF/MRRP.

Full Conference Forum of the ARFPC— A Full Conference Forum of the ARFPC includes appointed primary and alternate members, named non-voting members, guests of the Chairman, MAJCOM and HAF ARC Advisors and NGB and AF/RE Functional Directors. This is the largest gathering of ARFPC and is intended to gather insight into RC policy matters from the broadest strategic framework possible.

Military Executive, AFR Policy— The Military Executive, AFR Policy, is an AFR AGR assigned to SAF/MRR to support the ongoing functions of ARFPC and the AFR Policy Subcommittee. This position should be filled by an O-6. However, one of the two Military Executives may be an O-5.

Military Executive, ANG Policy— The Military Executive, ANG Policy, is an ANG AGR assigned to SAF/MRR to support the ongoing functions of ARFPC and the ANG Policy Subcommittee. This position should be filled by an O-6. However, one of the two Military Executives may be an O-5.

Open Executive Session— An Open Executive Session is when the Committee meets to refine deliberations from a Full Conference Forum by excluding non general officer guests so that only appointed primary members, appointed alternates, named non-voting members, and general officer guests of the ARFPC Chair may attend. The Chairman may request the presence of ARFPC Support Staff members to provide administrative assistance to any executive session.

Programs Manager, ARFPC— The ARFPC Programs Manager is an NCO or SNCO (E6-E8) assigned to SAF/MRR as either an AFR or ANG AGR. The ARFPC Programs Manager is responsible for managing program elements and ensures execution of ARFPC operations as directed by the Executive Director.

Senior Enlisted Advisor, ARFPC— The Senior Enlisted Advisor, ARFPC is either an AFR or an ANG AGR SNCO (E9) assigned to SAF/MRR and dual hated as the Senior Enlisted Advisor to the Deputy Assistant Secretary of the Air Force for Reserve Affairs (SAF/MRR).

Subcommittee on AFR Policy—The Subcommittee on AFR Policy consists of the ARFPC AFR and RegAF members. The Chairman of the Subcommittee on AFR Policy will be the corresponding component member who is serving as either the Chairman or Vice Chairman of the entire ARFPC. The Subcommittee on AFR Policy convenes to discuss policy matters that only pertain to the AFR. This Subcommittee and the corresponding ANG Policy Subcommittee are both permanent standing Subcommittees of ARFPC. The Chairman may elect to establish other temporary Subcommittees of ARFPC to work specific policy focus areas.

Subcommittee on ANG Policy— The Subcommittee on ANG Policy consists of the ARFPC ANG and RegAF members. The Chairman of the Subcommittee on ANG Policy will be the corresponding component member who is serving as either the Chairman or Vice Chairman of the entire ARFPC. The Subcommittee on ANG Policy convenes to discuss policy matters that only pertain to the ANG. This Subcommittee and the corresponding AFR Policy Subcommittee are both permanent standing Subcommittees of ARFPC. The Chairman may elect to establish other temporary Subcommittees of ARFPC to work specific policy focus areas.